
Hitchin Boys' School Job Description

Job Title: Director of Finance and Operations

Salary: L7-10, full-time (£60,145 - £64,691)
Start date: February 2026 (or earlier if available)
Responsible to: Headteacher

An exceptional candidate is sought for the post of Director of Finance and Operations (DFO) in this successful and dynamic school. The DFO will play a crucial role in shaping and implementing the school's financial and operational strategy and will work closely with the Headteacher and the Trust Board to develop and deliver the school's wider strategic vision. The DFO reports on a day-to-day basis to the Headteacher and is responsible to relevant Trust committees. Candidates will be able to demonstrate proven ability in senior leadership and financial control within complex organisations, managing people and resources effectively, delivering results, thinking strategically, and inspiring and motivating others.

They will need to demonstrate high energy and the ability to think and communicate with clarity, with the facility to execute key initiatives that will drive the school's success. This role requires a strong skill set in finance, strategic planning and execution, and estate and facilities management. The successful applicant will demonstrate commercial acumen, strong entrepreneurial attributes, and the ability to lead and direct the school's support operations. Although prior experience in the education sector is not a prerequisite, candidates must be able to demonstrate a skillset and experience that would enable them to act as the Chief Financial Officer of the School as set out by the Academy Trust Handbook and be willing to play a full part in the life of the school community.

Key responsibilities:

1. Work closely with the Headteacher, Senior Leadership Team (SLT) and the Governing Bodies to realise the educational objectives agreed with the Trustees each year.
2. Hold the position of Chief Financial Officer of Hitchin Boys' School.
3. Be responsible for the efficient management of the school's financial resources, overseeing procurement processes and assigned contractual relationships.
4. Maintain and strengthen the financial systems/controls and compliance of the school.
5. Manage, support and develop assigned support staff in the furtherance of their roles.
6. Oversee the effective management of the School's Estate.

The responsibilities outlined below are not exhaustive but are indicative of the requirements of this significant and senior role.

Strategy and Planning

- Maintain the school strategic plan, ensure it is consistent with and supports the School Development Plan and that it is reflected in the school budget.
- Prepare annual budgets for the approval by the Trustees which meet with DfE and other regulatory requirements.
- Support coordinated strategic development through working with senior leaders across the school.
- Provide timely departmental financial analysis to assist department heads in the management of their budgets.
- Ensure cash is effectively controlled and managed, maximising the income earned from bank balances.

Financial Reporting

- Manage the financial performance of the school to achieve agreed financial targets, KPIs and operational surpluses.
- Ownership of all finance functions of the school.
- Provide the Headteacher and Trust board with appropriate, regular and timely information about the school's finances, including management accounts, budgets and variance reports, and risks and opportunities including outside usual reporting timescales as circumstances require.
- Prepare business cases to support investment proposals and actively seek opportunities to maximise and increase income.
- Ensure that a robust system of financial policies, procedures and internal controls is in place to comply with DfE guidance and other regulatory requirements.
- Manage the year end audit process, ensure all financial and non-financial information is prepared and provided to the auditors on a timely basis.
- Ensure all financial returns as required by external agencies are prepared and submitted on a timely basis.

Compliance

- Be aware of and ensure compliance with legislation and regulation pertaining to the school in a proactive, enabling and facilitating manner.
- Ensure the school always operates within the requirements of The Academy Trust's Financial Handbook and according to the Scheme of Delegation and other Trustee decisions.
- Regularly review accounting systems, procedures and working practices to ensure compliance.
- Advise the Headteacher and Trustees if fraudulent activities are suspected or uncovered.
- Ensure the school complies with all regulatory requirements and other legislation and that all payments to such authorities are correct and paid on a timely basis.
- Manage the School's Pensions requirements including liaison with the Teachers' Pension Scheme and Local Government Pension Scheme administrators and ensure timely payments.
- Ensure compliance with all applicable laws and regulations; ensure policies and procedures are in place and champion their application throughout the school.
- Identify, assess and manage risk, including management of the risk assessment process and Risk Register.
- Ensure that the school has appropriate insurance cover for all key insurable risks.
- Lead on critical incident planning and lead on business continuity and financial planning to ensure that the school is well prepared for any crisis.

Estates

- Manage and utilise the site and facilities to their full value, for the benefit of the school and the community.
- Develop and implement commercial activities and business opportunities across the site to maximise income generation and optimise returns.
- Manage all capital building projects across the site, ensuring that such projects are delivered on time, on budget and to the agreed quality, including the tendering process and management of contractors on site, working collaboratively with the Site Manager.
- Develop, manage, review and implement the Estate Development Plan in conjunction with the Headteacher, SLT and Trust Board.
- Ensure that the rolling programme for building maintenance and School facilities are costed, implemented on time, on budget and to the agreed quality, including the tendering process and management of contractors on site.
- Ensure that the facilities are well presented, serviceable, safe and compliant with regulations, including health and safety, fire and the DfE standards, consulting with expert external consultants as appropriate.

- Managing contracts, procurement, tendering and deployment and liaise closely with third parties to ensure that appropriate standards of service are provided for students, staff, and hospitality for agreed school events e.g. catering and cleaning contracts.
- Ensure effective management of school transport and arrangements for vehicular traffic to, from and within the site including tendering for and purchase of School vehicles and transport costs.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the job incumbent will carry out. The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

To conduct this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of Hitchin Boys' School, and to be instrumental in creating an ethos which facilitates the effective education of every student in your care. 'Striving for Excellence' means that every student realises their potential and has barriers to learning removed as far as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

HBS is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Person Specification

The successful candidate will have most, although not necessarily all, of the following:

Qualifications and Experience

1. Educated to degree level or equivalent and evidence of a commitment to continuing professional development.
2. A professional qualification in finance, estates, or project management is essential.
3. Demonstrable success in a leadership role in a comparable organisation and through significant periods of development.
4. An awareness and understanding of health and safety culture.
5. Experience of project management
6. Experience in leading and developing colleagues and effective teams.
7. Extensive experience of financial and budgetary management.

Skills and Knowledge

1. Strong strategic abilities and organisational skills with the capacity to guide whole-organisational development.
2. Financial literacy (budgeting, cost management, financial planning, and reporting) with strong analytical skills and the ability to present financial information clearly and concisely.
3. Strategic financial management and commercial acumen.
4. First-class communication skills- able to balance robustness with constructive, positive discussion and diplomacy with the confidence and personal authority to represent the school with a broad range of stakeholders.
5. Strong interpersonal skills and high levels of emotional intelligence, with a proven ability to operate effectively and efficiently in a complex environment while maintaining a sense of humour.
6. An understanding of the economic, financial, legal and commercial challenges in the leadership and management of maintained schools.
7. A clear and analytical thinker - willing to be flexible and solution focused and willing to listen to others as well as take and implement difficult decisions when necessary.
8. Versatility and ability to manage conflicting deadlines and priorities.
9. High levels of accuracy, attention to detail and stringent confidentiality.
10. Excellent IT skills and proficiency in MS Office Suite with advanced working knowledge of MS Excel.
11. Experience and working knowledge of Financial Management Information Systems and software packages.
12. An ability to navigate the dynamics between the Headteacher, Trust Board and Local Government

Leadership Style and Personal Attributes

1. A highly visible leader who can work both independently and as a key team member, with the ability to delegate and build rapport, empower colleagues and gain the confidence of wider stakeholders.
2. A clear understanding of and commitment to the development of Hitchin Boys' School ethos.
3. Clarity of vision with the ability to communicate it in a compelling and engaging way.
4. An adaptable leadership style which encourages leadership from others and celebrates success.
5. A team player with a commitment to collaborative working, both within the school and other stakeholders
6. Openness, humility, energy and enthusiasm.
7. Sensitivity and wisdom in managing relationships within a school.
8. Highly ethical.
9. A commitment to the safeguarding of children.
10. Determined and resilient, able to remain calm in a crisis.
11. Values and promotes equality, diversity, and inclusion.

Performance Management

Our agreed performance management system will be used to review performance throughout the year.
This job description will be used as part of the review.

Print name	
.....	
(Member of staff)	
Signed	Signed
(Member of staff)	(Headteacher)
Date	Date
(Member of staff)	(Headteacher)